

MANISTEE CITY PLANNING COMMISSION

Meeting of Thursday, September 3, 2009
7:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Planing Commission can take action to approve the September 3, 2009 Agenda.

IV Approval of Minutes

At this time Planning Commission can take action to approve the August 6, 2009 meeting Minutes.

V Public Hearing

None

VI New Business

Meeting/Worksession Dates 2010

The Planning Commission will review the meeting and worksession dates recommended by Staff for the year 2010.

At this time the Planning Commission will take action to schedule meeting/worksession dates for 2010.

VII Old Business

VIII Public Comments and Communications

At this time the Chair will ask if there are any public comments.

IX Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

X Staff/Sub-Committee Reports

At this time the Chair will ask Staff for their report.

At this time the Chair will ask if any of the Sub-Committees have anything to report.

XI Members Discussion

At this time the Chair will ask members of the Planning Commission if they have any items they want to discuss.

XII Adjournment



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
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MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee *DB*

DATE: August 25, 2009

RE: September 3, 2009 Planning Commission Meeting

Commissioners, while we only have one item on the Agenda for the September Planning Commission Meeting, under Staff Report we will discuss some Zoning Ordinance Amendments.

I have drafted some language relating to how we process Site Plans. At this time any request that is not a Basic Site Plan is a Detailed Site Plan that must go before the Planning Commission. I have drafted language for a "Medium Site Plan".

We will also discuss if Duplex's should be a Special Use -vs- a Permitted Use. This past year there has been three instances where single family homes were converted into duplex's and the parcels do not meet the requirements of the Zoning Ordinance. The property owners did not consult with staff prior to the renovations.

We have scheduled four MSU Workshops this fall. The dates/courses are as follows:

October 22, 2009	-	Ground and Surface Water Protection
October 27, 2009	-	Creating a Sense of Place
November 2, 2009	-	Site Plan Review
November 12, 2009	-	Home Based Alternative Energy

The courses will be here at City Hall and I will receive registration forms soon. Any two of these courses will qualify sufficient for Master Citizen Planner Credits.

If you are unable to make the meeting please call me at 398-2805. See you Thursday!!

:djb

Planning Commission Meeting - Worksession
Dates/Times
Proposed for 2010

MEETINGS

January 7, 2010

February 4, 2010

March 4, 2010

April 1, 2010

May 6, 2010

June 3, 2010

July 1, 2010

August 5, 2010

September 2, 2010

October 7, 2010

November 4, 2010

December 2, 2010

WORKSESSIONS

January 21, 2010

February 18, 2010

March 18, 2010

April 15, 2010

May 20, 2010

No Worksession

No Worksession

No Worksession

September 16, 2010

October 21, 2010

November 18, 2010

No Worksession

Meetings and Worksessions will be held at 7:00 p.m. in the Council Chambers at City Hall, 70 Maple Street, Manistee, Michigan.

**AN ORDINANCE TO AMEND IN PART
AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE"
WHICH WAS ADOPTED FEBRUARY 21, 2006,**

DRAFT

To Amend the Manistee City Zoning Ordinance

**Article 5 General Provisions
Section 515 Accessory Buildings and Structures
Item G.6**

**Article 22: Site Plan Review
Section 2201 Scope
ADD Item B Medium Site Plan
AMEND Item C Detailed Site Plan**

**Article 22: Site Plan Review
Section 2203 Application Procedure
ADD Item D Medium Site Plan
Renumber list
AMEND Item E Detailed Site Plan**

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 5: General Provisions, Section 515 Accessory Buildings and Structures Item G.6 be amended as follows:
 6. A ~~detailed~~ **medium** site plan shall be required and reviewed by the Zoning Administrator ~~Planning Commission~~ per **Section 2201.B**
2. That Article 22: Site Plan Review, Section 2203 Application Procedure be amended by adding Item D as follows:
 - D. **Medium Site Plan.** A medium site plan shall be required for all uses other than those that may submit a basic site plan or Detailed Site Plan. Medium site plan shall include six (6) copies of all required information and six (6) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information:

1. A scale drawing of the site and proposed development thereon, including the date, name, address and professional seal of the preparer. In no instance shall the scale of the drawing be greater than one inch equals 20 feet nor less than one inch equals 200 feet. One copy shall be submitted in a photo-reduced form on 17" x 11" paper.
2. The scale of the drawing and north arrow.
3. A vicinity map illustrating the property in relation to the surrounding street system.
4. Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an area extending 100 feet from the parcel boundary.
5. Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations, heights and footprint of each.
6. Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening, including location, height, footprint of each.
7. Setback lines and their dimensions.
8. Percentage of land covered by buildings and impervious surfaces and that reserved for open space.
9. Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.
10. Project phasing, if applicable.
11. Location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
12. Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the identification of service lanes and parking.
13. Curb-cuts and driveways on adjacent properties.
14. Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and subsurface drainage for all impermeable surfaces on the site and all drainage calculations.
15. Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.
16. Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.
17. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development.
18. Detail on proposed signage including an illustration of all proposed signs, their surface area, height and nature of illumination, in accordance with **Article 21**.
19. A lighting plan in conformance with **Section 525**.
20. A written and illustrated landscape plan prepared in accord with **Section 531** of this Zoning Ordinance.
21. If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall illustrate all structures and buildings, drawn to scale located on the previously undivided property.

22. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public as may be requested by the Zoning Administrator or the Planning Commission.
23. Any required approvals, permits, changes or modifications required by any applicable regulatory agency.
24. Special Groundwater Protection. Site Plans for facilities which use or generate hazardous substances in quantities greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) per month or ninety five (95) liters (approximately twenty five (25) gallons) per month, whichever is less; or store greater than one hundred (100) kilograms (approximately two hundred twenty (220) pounds) or ninety five (95) liters (approximately twenty five (25) gallons), whichever is less; shall be subject to the following additional site plan submittal requirements:
 - a. Location and size of interior and exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
 - b. Location of all underground and aboveground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water, and all similar uses.
 - c. Location of exterior and interior drains, on-site sewage systems, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.
 - d. Location of all water wells on the site and within one hundred fifty (150) feet surrounding the parcel's property boundaries.
 - e. Delineation of areas on the parcel which are known or suspected to be contaminated, together with a report on the status of site cleanup.
 - f. Submission of the "Hazardous Substances Reporting Form for Site Plan Review."
 - g. Submission of the "State/County Environmental Permits Checklist."
 - h. If the area covered by the site plan includes territory within a Wellhead Protection Overlay Zone, submit a site plan review report prepared by a Manistee County Groundwater Staff Review Group (c/o Manistee County Planning Department). The site plan review report shall be a written document reporting on a county review of the same site plan prepared for this section. If the area covered by the site plan does not include territory within a Wellhead Protection Overlay Zone, a site plan review report prepared by the Manistee County Groundwater Staff Review Group may be submitted at the option of the applicant or may be required at the option of the Planning Commission or Zoning Administrator.

3. That Article 22: Site Plan Review, Section 2203 Application Procedure be amended by amending Item E as follows:

- E. Detailed Site Plan. A detailed site plan shall be required for all special uses ~~other than those that may submit a basic site plan.~~ Detailed site plan shall include twelve (12) copies of all required information and twenty-five (25) copies of any documents rendered in color. It shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include and illustrate at a minimum the following information

And make appropriate edits to indexes, tables and chart provisions as necessary

DRAFT

4. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.
5. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

Cynthia A. Fuller, Mayor

Dated

ATTEST:

Michelle Wright
City Clerk/Deputy Treasure

Dated

**AN ORDINANCE TO AMEND IN PART
AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE"
WHICH WAS ADOPTED FEBRUARY 21, 2006,**

To Amend the Manistee City Zoning Ordinance

DRAFT

**Article 7: Districts, Dimensional Standards
Uses Table and Zoning Map**

**Table 7-2 Uses Permitted by Right and Special Land Use Permit
CHANGE Duplex from R - Use by Right to
SLU - Use Permitted as Special Land Use
in the R-2, R-3 and WF Districts**

**Article 9: R-2 Medium Density Residential
Section 900 Purpose and Intent**

**CHANGE Duplex from Permitted Uses to Special Uses
Section 901 Uses Permitted by Right**

DELETE Item C

**Section 902 Uses Permitted by Special Land Use Permit
ADD Item H**

**Article 10: R-3 High Density Residential
Section 1000 Purpose and Intent**

**CHANGE Duplex from Permitted Uses to Special Uses
Section 1001 Uses Permitted by Right**

DELETE Item D

**Section 902 Uses Permitted by Special Land Use Permit
ADD Item J**

**Article 12: WF-Waterfront District
Section 1200 Purpose and Intent**

**CHANGE Duplex from Permitted Uses to Special Uses
Section 1201 Uses Permitted by Right**

DELETE Item C

**Section 1202 Uses Permitted by Special Land Use Permit
ADD Item I**

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 7: Districts, Dimensional Standards, Uses Table and Zoning Map Table 7-2 Uses Permitted by Right and Special Land Use Permit be amended by changing Duplex from R- Use by Right to SLU -

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Use permitted as Special Nd Use in the R-2, R-3 and W Districts as follows:

Uses	R-1 Low. Densy	R-2 Med. Densy	R-3 Hi. Densy	R-4 Mfg. Hsng	W-F Water- front	C-1 Reg'l Com.	C-2 Neigh. Bus.	C-3 Central Bus.	L-I Light Industrial	G-I Gen'l Industrial
Duplex	SLU	R-SLU	R-SLU	SLU	R-SLU		SLU	SLU		

2. That Article 9: R-2 Medium Density Residential Section 900 Purpose and Intent be amended by changing Duplex from Permitted Uses to Special Uses.
3. That Article 9: R-2 Medium Density Residential Section 901 Uses Permitted by Right be amended by deleting Item C. Duplex and renumbering remainder of list:

~~C. Duplex~~

4. That Article 9: R-2 Medium Density Residential Section 902 Uses Permitted by Special Land Use Permit be amended by adding Item H Duplex and renumber remainder of list as follows:

~~H. Duplex, subject to Section 1829~~

5. That Article 10: R-3 High Density Residential Section 1000 Purpose and Intent be amended by changing Duplex from Permitted Uses to Special Uses.
6. That Article 10: R-3 High Density Residential Section 1001 Uses Permitted by Right be amended by deleting Item D. Duplex and renumbering remainder of list:

~~D. Duplex~~

7. That Article 10: R-3 High Density Residential Section 1002 Uses Permitted by Special Land Use Permit be amended by adding Item J Duplex and renumber remainder of list as follows:

~~J. Duplex, subject to Section 1829~~

8. That Article 12: WF - Waterfront District Section 1200 Purpose and Intent be amended by changing Duplex from Permitted Uses to Special Uses.
9. That Article 12: Waterfront District Section 1201 Uses Permitted by Right be amended by deleting Item C. Duplex and renumbering remainder of list:

~~C. Duplex~~

10. That Article 12: Waterfront District Section 1202 Uses Permitted by Special Land Use Permit be amended by adding Item I Duplex and renumber remainder of list as follows:

~~I. Duplex, subject to Section 1829~~

DRAFT

And make appropriate edits to indexes, tables and chart provisions as necessary

11. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.
12. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

Cynthia A. Fuller, Mayor

Dated

ATTEST:

Michelle Wright
City Clerk/Deputy Treasure

Dated

Green Initiative Committee Meeting

August 20, 2009

5:30 p.m.

Second Floor Conference Room

PRESENT: Linda Albee, Eric Gustad, Harlo Haines, Nathaniel Neider

OTHERS: Denise Blakeslee (Planning & Zoning)

Meeting began at 5:30 p.m.

The Committee discussed the Goals and Priorities list. The Committee decided to highlight a few items on the list for the next meeting. The list and discussion is as follows:

Pollution Reduction - No action at this time.

Waste Reduction/Recycling - Harlo Haines will look into Cost and research options. If it can work in other communities why can't it work here? Look into contacting the schools and speak about recycling and programs for profit for the schools. In other communities the schools are subsidized by recycling programs.

Building Incentives - Will look for zoning ordinances that allow more flexibility if a project is developed using a smaller carbon footprint.

Energy Production - Nathaniel Neider and Harlo Haines will try to schedule a meeting with Mariah Power/MasTech to gather information on windspires. They will look for information on how much energy a single unit can produce -vs- actual usage for an individual home/business. Nathaniel will also try to contact an engineer he met at the Energy Fair about the cost -vs- savings to construct a "Green Home" or "Green Business".

Energy Conservation - Discussed how the City should lead by example. Linda Albee will contact Chief Bachman about the new Marina Building to see if the plan includes energy savings amenities. The energy audits that were done on municipal buildings would be helpful to review. Also want to review the City's utility bills to see if there are things that can be done to reduce energy costs. Eric Gustad said that the Casino discovered that they could save around \$6,000 a month by doing the laundry for their facility in the evenings when the rates are lower. He has contacts from both Consumers and Michcon that he will get a hold of to meet with the Committee.

Walkability - Discussed how the Non-Motorized Transportation Committee (NMTC) is working on the Promoting Active Communities Award application and the incorporation of Ordinance Language requiring sidewalks and bikepaths would increase their score. Will ask the NMTC to supply sample ordinance language for consideration.

Infrastructure - Discussed water gardens and the need to incorporate these types of amenities in future infrastructure plans.

Education - Without educating the community the plan will not work. Nathaniel Neider and Linda Albee work on gathering information for a press release. Linda will work on the press releases for the Committee.

Other:

The Committee received copies of a Green Infrastructure and Planning presentation on August 27th at the County Court House.

A Wind Resource Meeting will be held in Scottville on August 31.

MSU Citizen Planner will be putting on 4 workshops in Manistee this fall. Courses are:

- Ground and Surface Water Protection
- Home Based Alternative Energy
- Creating a Sense of Place
- Site Plan Review

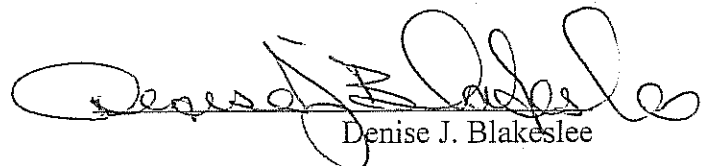
Denise found a great web site "Green Initiatives" and downloaded some of the information for the committee. Members are encouraged to gather any relevant material for the group to use for references.

The Green Initiative Committee has scheduled their meetings for the Third Thursday of the Month at 5:30 p.m. The Planning Commission holds their Worksessions at 7:00 p.m. that same day. This will allow speakers to meet with the Committee and then make presentations to the Planning Commission if needed.

The committee will work on their assignments and bring back and findings to the committee at the next meeting.

The meeting adjourned at 6:43 p.m.

Respectfully Submitted



Denise J. Blakeslee



PLANNING AND ZONING
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MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee *DB*
Planning & Zoning

DATE: September 1, 2009

RE: Bed & Breakfast Inquiry

Commissioners, I had an inquiry today if the building at 345 First Street could be a Bed and Breakfast? The property is Zoned C-2 Neighborhood Commercial and a Bed and Breakfast is not permitted in the district.

While a B&B is not permitted in the C-2 Neighborhood Commercial District it is permitted as a Special Use in the C-3 Central Business District (across the street).

I would like to discuss this with you during Staff report at our September meeting.

JRR:djb